



# Pre-Application Conference

Handout # 71 Revised 3/2/04

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## What is the purpose of the Pre-Application Conference?

The pre-application conference is an opportunity for the applicant to present their proposal and ask questions of staff and other affected agency representatives (e.g., Washington Department of Transportation). During this one-hour session, the applicant will be informed about the applicable review standards and possible development issues.

Applicants are encouraged to provide complete and accurate information with their submittal package in order for staff to provide a thorough review.

## When is a Pre-Application Conference required?

A pre-application conference is required before an applicant submits for a Type II (administrative decision) or a Type III (Hearing Examiner decision) permit review. The conference may be waived if the Planning Director determines that the proposal is relatively simple.

A waiver requires the applicant to submit a completed "Development Review Application Form," a fee in the amount of **\$139**, and a short narrative explaining why the development proposal is relatively simple, and therefore, does not warrant a pre-application conference.

## What is the application procedure?

The first step in applying for a pre-application conference is to order a "Developer's GIS Packet" (Geographic Information System) from the Public Service Center, Customer Service Center at 1300 Franklin Street, Vancouver, Washington, or by calling the Developer's GIS Packet Hotline at (360) 397-2375, Ext. 4082. The packet cost is **\$30.00**, and must be ordered at least 24 hours prior to pickup. The packet is designed specific to your development site and includes the Comprehensive Plan and zoning designations, an aerial photograph, maps on transportation, soil types, steep slopes, critical environmental areas (such as wetlands and hazardous slide areas), and more.

The second step is to complete a State Environmental Policy Act (SEPA) environmental checklist, if applicable. The Customer Service staff will assist the applicant in determining if a SEPA checklist is required with the application. The SEPA Review Application Form and Environmental Checklist are also available at the Customer Service Center.

The third step is to submit a completed Pre-Application Conference Request Form, together with 8 copies of the requested submittal items, and the **\$1,004** application fee to the Customer Service Center. Prior to accepting your application, the Customer Service staff will conduct a "**Counter Complete**" review of your submittal package. This initial review ensures that **all items with a bold underlined space** listed within the pre-application conference submittal requirements have been submitted before accepting your application (see attached submittal list). These include:

1. Cover sheet & Table of Contents

2. Application Form
3. Application Fee
4. Developer's GIS Packet Information
5. Submittal Copies

Once your application is accepted, the submittal packages are routed to the various review staff. Staff conducts a second completeness check, known as the “**Fully Complete**” Review. This detailed review ensures that all the **items with a box to the left**, listed under the numbered headings of the attached Pre-Application Conference Submittal Requirements, have been submitted (e.g., the Proposed Plan contains “topography [at two-foot contour intervals]”, “any water courses [streams, rivers, etc]”, “areas within the designated 100 year floodplain”, etc.). A Fully Complete submittal is not required for a conference. However, if **all** of the submittal requirements (i.e., all numbered and boxed items) have been met, you will receive “Contingent Vesting” status (see below for an explanation of contingent vesting). Notice of this determination will be presented in the Pre-Application Summary Report.

### **How is the Pre-Application Conference scheduled?**

Upon submittal of a Counter Complete application, counter staff will provide a receipt that indicates the date, time and location of your conference (about three weeks from your application date, but not to exceed 28 calendar days). The County will subsequently mail written notice of the conference date, time and place to the affected agencies, and the local neighborhood association within 15 calendar days of your submittal. These conferences are held at the Community Development Building, 1408 Franklin Street, Vancouver, Washington.

### **Who attends the Pre-Application Conference, and what takes place?**

The applicant, contact person, consulting engineers, and owner should attend the pre-application conference. County staff in attendance will include the project review planner and engineer, transportation concurrency review staff, and sometimes a biologist and code enforcement staff, depending upon the project site.

The conference agenda includes:

- Introductions
- Conference purpose explained
- **Applicant presents an overview of the development proposal**
- County staff presents their review comments
- Questions from applicant
- Major issues summarized by staff
- Staff presents and overview of application submittal review process

### **What response does an applicant get from the County?**

Within 7 calendar days after the conference is held, the County will mail the applicant and other interested parties a Pre-Application Conference Report. This report will identify the relevant County Code development standards and approval criteria, list of possible development issues, and identify additional information required to prepare a Fully Complete development application. The report will also respond to the applicant's written questions, provide an estimate of application fees, and indicate whether or not the application is contingently vested.

**What is “Contingent Vesting” and how do I get vested?**

Vesting means that the regulations in place at the time of application will remain in effect throughout the review of the proposal. If the development regulations change after the application date, you are still “vested” with the regulations that were in place when you submitted a fully complete application.

An application, which is subject to pre-application review, will “contingently vest” with the regulations (but not the fees) in place on the date that the Fully Complete pre-application is filed. The contingent vesting will become final if a Fully Complete application for substantially the same proposal is filed within 180 calendar days of the date the County issues its Pre-Application Conference Report. Please note that once the application for a pre-application conference is submitted and accepted as “Counter Complete”, no additional pre-application information will be accepted.

**How long is the Pre-Application Conference valid?**

The applicant has one year from the date of issuance of the Pre-Application Conference Report to submit a Fully Complete application. If the applicant waits more than one year to file an application, a new pre-application conference is required.

**May additional pre-application conferences be requested for the same project?**

A second pre-application conference may be requested, at no additional cost, provide the following requirements are met:

- The request is made within one calendar year after the initial pre-application conference is held, and
- The proposed development is substantially similar to the one reviewed in the first conference, or if it reflects changes based on information received at the first conference.

For a second pre-application conference request, the following documents must be submitted:

- A new completed form and original signature
- Developer’s GIS Packet
- Copy of 1<sup>st</sup> pre-application submittal
- Copy of 1<sup>st</sup> Pre-Application Conference Report
- Eight (8) copies of all submittal information

**Note:** This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code, Chapter 40.510.020 and 030.

## PRE-APPLICATION CONFERENCE SUBMITTAL REQUIREMENTS

The following checklist identifies the information to be included with the Pre-Application Conference Application. Failure to provide all the listed information may prevent the County from identifying all applicable issues or providing the most effective pre-application review. **All** items must be submitted in order to receive contingent vesting.

**Note:**

**Items #1 - 5 below must be included with the application, to include the required number of copies listed under Item # 8.**

1. **COVER SHEET AND TABLE OF CONTENTS** - Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2. **APPLICATION FORM** - The Pre-Application Conference Request Form shall be completed and original signed in ink by the applicant.
3. **APPLICATION FEE** - The fee for a Pre-Application Conference is **\$1004** and shall accompany the application. Checks may be made payable to "Clark County Community Development."
4. **DEVELOPER'S GIS PACKET** - Eight (8) copies of the Developer's GIS Packet must be submitted with your application. This packet is available from the Customer Service Center for **\$30.00**, and must be ordered [(360) 397-2375 ext. 4082] at least 24 hours prior to pickup. The packet includes the following:
  - General Location Map
  - Property Information Fact Sheet
  - Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
  - Elevation Contours Map
  - Aerial Photography Map (due to poor reproduction quality, 8 copies are already included)
  - Aerial Photography Map with Contours (due to poor reproduction quality, 8 copies are already included)
  - Zoning Map
  - Comprehensive Plan Map
  - Water, Sewer and Storm Systems Map
  - Soil Type Map
  - Environmental Constraints Map
  - Quarter Section Map

## 5. PROPOSED PLAN

- ☐ Proposed Plan shall be drawn to a minimum scale of 1" = 200' for subdivisions and 1" = 50' for all other applications.
- ☐ Plan sheet size shall be no larger than 24" x 36".

The following information shall be clearly depicted on the Proposed Plan:

### **GENERAL INFORMATION**

- ☐ Applicant's name, mailing and e-mail addresses, and phone number
- ☐ Owner's name, and mailing and e-mail addresses
- ☐ Contact person's name, mailing and e-mail addresses, and phone number
- ☐ North arrow (orientated to the top, left or right of the page), scale and date
- ☐ Proposed name of project (e.g., subdivision or business)
- ☐ Vicinity map covering 1/4 mile radius from the development site
- ☐ Area of the site (acres or square feet)

#### **Note:**

**All the information listed below must be included with the application in order to receive contingent vesting (see page 2 for explanation on contingent vesting).**

### **EXISTING CONDITIONS**

#### **Environmental/Critical Areas** (On site and within 100 feet of the site)

- ☐ Topography (at 2 foot contour intervals, if available from a public source)
- ☐ Any water courses (streams, rivers, etc.)
- ☐ Areas within the designated 100 year floodplain
- ☐ Water bodies and known wetlands
- ☐ Any unstable slopes and landslide hazard areas
- ☐ Significant wildlife habitat or vegetation
- ☐ Significant historic, cultural, or archeological resources

#### **Land Use and Transportation**

- ☐ Layout of existing parcels drawn to scale
- ☐ Location(s) of any existing building(s) on the site
- ☐ Name and location of roadways and roadway easements (private and public), and surface material of these roads (e.g., gravel, asphalt or concrete pavement, etc.)
- ☐ Location of existing on-site driveways and those off-site driveways across the street. Include the edge to edge distance between all driveways and roadways
- ☐ Location and width of existing pedestrian and bicycle facilities on-site and within one 100 feet of the site
- ☐ Location of transit routes and stops within ¼ mile of the development site

- ❑ Location of any existing wells and/or septic systems on-site and within 100 feet of the site (as available from the Health Department, 2000 Fort Vancouver Way, Vancouver, WA 98663)

## **PROPOSED IMPROVEMENTS**

### **Critical Environmental Areas**

The applicant is encouraged, but not required, to show proposed mitigation measures for identified critical areas (e.g., geologic hazard areas, wetlands, etc.).

### **Land Use and Transportation**

- ❑ Proposed easements
- ❑ Location and width of proposed on-site road rights-of-way
- ❑ Location and curb to curb width of proposed on-site roadways, provided by drawing or note
- ❑ Location and width of off-site right-of-ways and roadways which will provide access to the site
- ❑ Location and width of proposed pedestrian (e.g., sidewalks) and bicycle improvements other than those required by the road standards
- ❑ Location and width of proposed easements for access and drainage, etc. (provided by drawing or note)
- ❑ The configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements. Include the maximum and minimum density calculations
- ❑ Proposed layout of structures, areas to be landscaped and off-street parking and loading areas
- ❑ The location of proposed septic systems and reserve areas including soil type and brief narrative discussing soil suitability for septic systems

### **Stormwater**

- ❑ Provide a conceptual stormwater system layout that includes locations of proposed stormwater facilities including stormwater lines, treatment and discharge control facilities.

6. **DRAFT ENVIRONMENTAL CHECKLIST** - A completed State Environmental Policy Act (SEPA) environmental checklist must be submitted, and original signed in ink, if applicable. (*Available from the Customer Service Center*).

7. **TRAFFIC INFORMATION REPORT**

- ❑ Provide an estimate of the existing vehicle generation for the site (if any).
- ❑ Provide a specific description of the proposed land use or building use that is the basis for the estimate of the number of vehicle trips generated by the proposed development
- ❑ Provide a preliminary estimate of the number of vehicle trips generated by the proposed development including the numerical basis for the estimate (e.g. number of square feet, number of fueling pumps, etc.).

## 8. SUBMITTAL COPIES

- ☐ Eight (8) individually bound copies of the application package shall be provided (e.g., using jumbo clips or three-ring binder) including 8 copies of the Developer's GIS Packet.
- ☐ For all sheets larger than 11" x 17," 1 reduced copy to 11" x 17" shall be provided.
- ☐ Four (4) individually bound copies of the following shall be provided:
  - ☐ Traffic Information Report
  - ☐ Other special studies, if applicable, such as wetland, habitat, floodplain, etc.

Information not provided on the Pre-Application Conference Application Form shall be provided on the face of the proposed plan, in an environmental checklist, or on other attachments. The Planning Director may modify or waive requirements for pre-application materials and may conduct a pre-application review with less than all of the required information. **However, failure to provide all of the required information may prevent county staff from identifying certain issues or providing an effective pre-application review, and will disqualify the application from contingent vesting.**

<p style="text-align: center;"><b>SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THIS PRE-APPLICATION CONFERENCE:</b></p>
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Development Review staff are normally present at the conference. Other appropriate staff are invited as needed to assist in discussing the specific questions and issues noted.

Please note below the names of County staff with whom you have already discussed this proposal, especially in relation to the above questions and issues:

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Please indicate which agencies, departments, or divisions you believe should attend the conference to discuss pertinent questions or issues related to this proposal:

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Please indicate the number of persons (representing the applicant) anticipated to attend the conference \_\_\_\_.

**Public Service Center  
Department of Community Development  
1300 Franklin Street  
P.O. Box 9810  
Vancouver, WA. 98666-9810  
Phone: (360) 397-2375; Fax: (360) 397-2011  
Web Page at: <http://www.clark.wa.gov>**



# DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



<b>PROJECT NAME:</b>		
<b>TYPE(S) OF APPLICATION (See Reverse Side):</b>		
<b>DESCRIPTION OF PROPOSAL:</b>		
<b>APPLICANT NAME:</b>	Address:	
E-mail Address:	Phone and Fax:	
<b>PROPERTY OWNER NAME</b> (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
<b>CONTACT PERSON NAME</b> (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
<b>PROJECT SITE INFORMATION:</b> Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

## AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

<b>Assigned at Customer Service Center</b>	<b>CASE NUMBER:</b>	
	<b>WORK ORDER NUMBER:</b>	

## **APPLICATION TYPES**

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

### **Environmental/Critical Areas:**

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

### **Land Division:**

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (\_\_\_ Infill)
- ☐ Subdivision (\_\_\_ Infill)

### **Miscellaneous:**

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

### **Planning Director Review:**

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change